

How to add a contact on Skype

First, look at your contact list. At the bottom of the list, there should be an *Add a contact* button.



This page should pop up. Fill out the one of the many columns with the person that want to add's Skype information.



They should pop up after you enter the information. If this is the person you are wanting to add, click the *Add* button.

Add a contact

If they're on Skype too, calls are free.

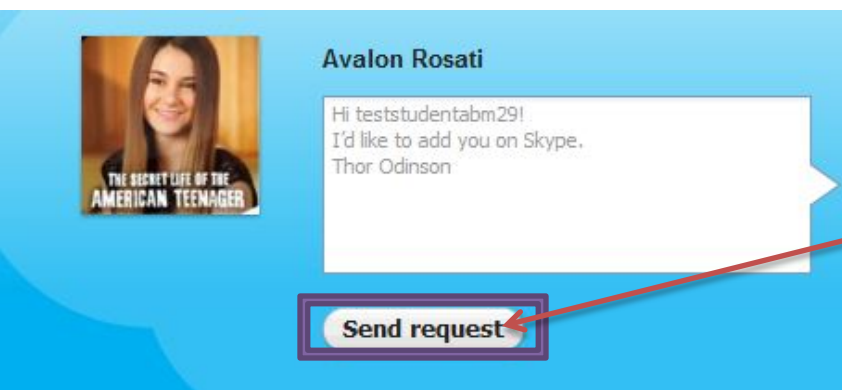
Enter all the details you know:

Email

Phone number

Full name

Skype Name



After clicking *Add*, this page should pop up. Type them a quick message saying who you are, then click *Send request*.

If you did everything correctly, this box should pop up.

